

11240

\_\_\_\_\_  
(date)

MEMORANDUM

From: Activity  
To: PWC JAX, Transportation Manager

Subj : REQUEST OUT OF BOUNDS

1. We request approval to take your PWC JAX vehicle out of the normal permissible operating distance 100 miles. Our command needs to (explain reason for trip), and this is critical to our mission or an emergency situation that cannot be completed by alternative means. Our command assumes complete and full responsibility for all costs incurred including fuel. Our command understands that if the vehicle breaks down we are responsible for its repair and return to PWC JAX.

2. Our point of contact is \_\_\_\_\_, at  
\_\_\_\_\_.

\_\_\_\_\_  
Activity Signature

Approved \_\_\_\_\_  
(PWC JAX Transportation)

Disapproved \_\_\_\_\_  
(PWC JAX Transportation)